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Action

Executive Committee

Approval of the Commission's 2009 Meeting Schedule

Executive Summary: The Committee will consider and recommend to the full Commission a schedule of meetings for 2009.

Recommended Action: To approve a schedule of meetings for 2009.

Presenter: Rhonda Brown, Program Analyst,
Executive Office

Approval of the Commission's 2009 Meeting Schedule

Introduction

Each year at the May or June meeting, the Commission reviews and approves its proposed meeting dates for the following year. This item is presented in two parts. Part I presents a possible schedule for 2009 for consideration by the Executive Committee. Part II presents a proposal for the Commission to conduct offsite meetings in Southern and Northern California in 2009.

Background

Last year, the Commission adopted a 4 2-day and 4 1-day meeting schedule for 2008. At the suggestion of the Chair of the Commission, the Commission considered holding two meetings off-site to provide the opportunity for individuals and constituencies outside of Sacramento to interact with the Commission. At the direction of the Executive Committee, Commission staff researched the costs involved in meeting outside of Sacramento and proposed that two of the two-day meetings in 2008 be held in Southern California. It was determined that it was financially feasible for the Commission to hold two off-site meetings which led to the approval of a schedule for 2008 that included meetings in Riverside and San Diego.

Part I. Proposed Schedule for 2009

When developing a proposed meeting schedule, the Commission staff attempts to maximize attendance by all members. As such, the Commission staff considers the following:

- All state holidays
- Major religious holidays
- The timing of spring break for most K-12 and higher education institutions
- The meeting dates of the Committee of Credentials, which meets during the third week of each month
- Major state and national educational conferences

In addition, to attempt to accommodate the K-12 community as much as possible, the Commission staff tries to avoid periods of time that would make it difficult for teachers and administrators appointed to the Commission to participate in Commission meetings. This is a difficult task given the varying schedules of K-12 schools. However, the major time periods staff does its best to consider are:

- The beginning of the traditional school year and the time of year that includes Back-To-School Night. Based upon feedback received in previous years, this time frame ranges from mid-August to late September. As a result, neither proposed schedules include a September date.
- Mid June, when many schools are completing their school year or conducting finals.

April and May dates are difficult for the K-12 community due to the number of examinations given to students during this time period. While the Commission staff is mindful of these

examination pressures, it would be unlikely that the development of any schedule would eliminate these conflicts entirely. It is also important to have sufficient time between meetings to ensure that staff is able to collect the required information, hold appropriate stakeholder meetings, and develop quality agenda items that will facilitate the work of the Commission.

Given the above considerations, staff proposes the following possible Commission meeting schedule for 2009.

January 29-30	Thursday-Friday
March 5	Thursday
April 23-24	Thursday-Friday
June 4	Thursday
August 6	Thursday
October 1-2	Thursday-Friday
November 5	Thursday
December 9-10	Wednesday-Thursday

In recent years, the Commission has received requests to hold meetings at more “regular” times during the year, such as during a particular week or days each month. The above schedule attempts to “regularize” the meetings to some extent by holding them primarily on Thursdays and Fridays. The days were changed to Wednesday and Thursday for the month of December because the Jewish holiday Hanukkah begins at sunset on Friday, December 11. Although an optimal schedule would have the meetings at a common time in the month they are held, the proposed schedule will avoid conflicts with the following annual educational conferences:

Western States Certification Conference (WSCC): January 11-14, 2009

American Association of Colleges for Teacher Education (AACTE): February 6-9, 2009

American Educational Research Association (AERA): April 13-17, 2009

Credential Counselors and Analyst of California (CCAC): October 13-16, 2009

California Council on Teacher Education (CCTE): March 26-28, 2009 and October 15-17, 2009

Recommendation

The Executive Director and Senior staff has determined that the proposed calendar will meet the workload needs, goals, and objectives of the Commission. There appears at this time to be no other major conflicts and the Commission’s budget for 2008-09 will support the proposed meeting schedule. Staff recommends that the Executive Committee approve the proposed Commission meeting schedule for 2009.

Part II.

Off-Site Meetings

The April 10-11, 2008 Commission meeting was held at the Riverside County Office of Education. There were more than 250 attendees during the two day meeting. Feedback from the local educators and stakeholders support the concept of holding Commission meetings outside of Sacramento. Given that the schedule for 2008 included off-site meetings in Riverside and San Diego, staff proposes the off-site meetings for 2009 be in Southern and Northern California.

Recommendation

Staff proposes the April 2009 meeting be held in Southern California (Los Angeles Area) and the October 2009 meeting be held in Northern California (Bay Area).